

DEPARTMENT: Planning & Economic Development

JOB TITLE: Geographic Information System (GIS) Manager/Comprehensive Planner

SALARY: \$76,708.26 -\$98,189.40

WORK SCHEDULE: Assigned to forty hours per week. Additional hours may be required to meet the needs of the department. Requires attendance at meetings and hearings with state and local boards, commissions, organizations, authorities, and related groups and organizations.

JOB SUMMARY / SUPERVISION: The GIS Manager/Comprehensive Planner is responsible for managing all functions of the Town's Geographic Information System (GIS), ensuring its effective and efficient use, and also assisting with the Town's land use planning activities. The position is responsible for meeting demands for mapping and spatial information/analysis to support the demands of all Town departments. The position provides technical expertise to the Town's short and long-term planning and economic development efforts including support for Task Forces or special studies at the direction the Town Manager or Boards/Commissions. The position also provides assistance with ordinance development to foster implementation of the Comprehensive Master Plan.

ACCOUNTABILITY: Reports directly and is accountable to the Assistant Town Manager/Director of Economic Development (ATM/DED).

ESSENTIAL DUTIES AND RESPONSIBILITIES: (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

- Operate a Town-wide Geographic Information System (GIS) that can be utilized by all departments, boards/committees, residents and businesses to provide quick and efficient access to the Town's information resources to further economic development and informed decision making.
- Meet with personnel from other Town departments, boards, and commissions to assess their GIS needs and designs and implements plans to meet the assessed needs of all members and manages all aspects of the plans through completion.
- Analyze and diagnoses problems related to the GIS and develops effective solutions; and provides GIS related technical assistance and training to staff. Prepares and presents formal and informal instruction to personnel.
- Assists the ATM/DED and Town Planner in planning for the short and long-term expansion of the GIS.
- Develops and maintains databases necessary for the ongoing operation of the land use and economic development planning process and provides a methodology for continual update, including but not limited to: buildings, roads, parcels, zoning, addresses, sewer infrastructure, conservation areas, hydrography, topography and aerial imagery.
- Defines data standards and methodologies for office GIS products and keeps regular documentation in an organized format.
- Provides mapping and planning assistance to the Conservation Commission in carrying out the Town's open space programs.
- Maintains the Londonderry Assessor's Tax Maps and provides annual updates; incorporates new subdivisions and provides revisions where necessary and where noted.
- Maintains Page and Section books utilized by emergency responders and maintains geographic data utilized in RedAlert Dispatching software.

- Maintains the Sewer Infrastructure maps and provides regular updates and status reports.
- Coordinates with the Cemetery Sextant to manage local Cemetery burial records and properties.
- Responds to queries from Town Boards/Commissions and the general public regarding Town planning and zoning regulations, land use data and/or parcel boundary/ROW issues.
- Provides peer review oversight to Department reports and documents.
- Assists the ATM/DED in preparing the Department's annual budget relative to GIS.
- Assists with or leads the development of land use planning documents, including the Master Plan and other Task Force reports or studies by providing content, maps, graphics, and calculations to the department and other departments, boards and commissions in Town; examples of documents have included the Comprehensive Master Plan, Affordable Housing Task Force Report, Open Space Task Force Report, School District Impact Fee Study, North Fire Station Location Analysis, and other land potential studies or analyses; future reports may include a Water Resources Management Plan Update, Impact Fee Studies, Town-wide Recreation Plan; and Town-wide Bicycle and Pedestrian Plan (as necessary).
- Coordinates with state and regional agencies to represent Londonderry's data needs and interests in long range transportation, environmental and land use planning issues.
- Acts as a point of contact with the US Census.
- Acts as the Town Manager's representative on the Joint Negotiating Committee.
- Collects and organizes information to update local demographics, road networks, public facilities and other infrastructure data to project future trends and capital improvement needs of the community.
- Assists with land use ordinance development and implementation.
- Assists with the research, preparation and writing of grants.
- Assists with site and subdivision plan review.
- Assists with the review and analysis of all rezoning requests.
- Prepares and delivers presentations to staff, Citizen Groups, Town Manager, Town Council, and other Town departments, boards, and commissions as needed.
- Serves as staff liaison to the Conservation Commission, Heritage and Historic District Commission, Planning Board and other Boards as requested or required.
- Provides supervision of the Department intern program.
- Attends training as necessary.
- Performs other tasks at the direction of the ATM/DED.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS: Master's Degree in GIS, Geography, Cartography or Computer Information Systems (other closely related fields may be considered); plus three years' experience in a local or regional planning environment or consulting firm; or Bachelor's degree in GIS, Geography, Cartography or Computer Information Systems (other closely related fields may be considered); plus five years' experience in a local or regional planning environment or consulting firm with at least one (1) year in a public agency.

CERTIFICATION/LICENSE REQUIREMENTS: Professionally related certification desired but not required.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS: The GIS/Planner must have a working knowledge of the principals and practices of geographic information systems, graphic design and data development/editing practices and must be able to communicate the services to non-technical users. Should possess knowledge of the

principles of database design, standards and manipulation, and office software applications.

The GIS/Planner must have experience using ESRI GIS software (latest edition) in a Microsoft Windows environment, and must be familiar with graphics illustration packages including Adobe Photoshop. Experience with programming, ArcGIS Online, ArcGIS Extensions, t, GPS, and database applications are a plus.

Must be familiar with long range land use planning practices, including master planning, ordinance development and general principles of community design. The ideal candidate will be able to integrate GIS into community development through geospatial analysis, modeling and representation.

SUMMARY OF OCCUPATIONAL EXPOSURES: May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

SELECTION PROCESS/APPOINTMENT: May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, and controlled substance test. Town Manager appoints based on recommendation of the Assistant Town Manager/Director of Economic Development.

APPLICATION DEADLINE: July 12, 2023

APPLICATION PROCESS: Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: hrdept@londonderrynh.org or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

Equal Opportunity Employer

Physical Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Rarely Required

HAND MANIPULATION

Grasping:	Frequently Required
Handling:	Frequently Required
Torquing:	Rarely Required
Fingering:	Frequently Required

COGNITIVE AND SENSORY REQUIREMENTS

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 90% Outside 10% (Percentage spent daily)

OTHER PHYSICAL CONSIDERATIONS

Twisting:	Occasionally Required
Bending:	Occasionally Required
Crawling:	Not Required
Squatting:	Rarely Required
Kneeling:	Rarely Required
Crouching:	Rarely Required
Climbing:	Not Required
Balancing:	Rarely Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	6	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8